

**FINANCIAL SERVICES COMMISSION  
CHECKLIST FOR REGISTRATION  
SALES REPRESENTATIVE**

*Below is a list of documents required for registration with the Financial Services Commission. For the registration process to begin, all documents must be received at the same time. Unless marked "as applicable", each item on this list MUST be included with the registration application. Documents received will be returned if ALL the required documents are not included and properly certified.*

| <b>Document</b>   | <b>Relevant Section of Application Form</b> | <b>Insurance Regulations, 2001 Reference</b> | <b>Included (Please <input checked="" type="checkbox"/>)</b> |
|---|---|--|--|
| Application Form  |   | 116(1)<br>Fifteenth Schedule                 |  |
| Copy of receipt for payment of registration fees  |   | 116(1)(a)                                    |  |
| Police Report   |   |  |  |
| Certificate of competence   |   | 116(1)(b)                                    |  |
| Statement of employment   |   |  |  |
| Copy of agreement from Company, agent or broker going to be employed by - Life Companies only (As applicable) |   |  |  |
| Two certified passport size photos  |   |  |  |
| Signature card for I.D. card  |   |  |  |
| Confidential reports from two previous employers  |   |  |  |
| Fit and Proper Questionnaire  |   | 111(1)(g)                                    |  |
| Credit report from a credit bureau  |   |  |  |
| Two character references  |   |  |  |
| Results of Insurance Examination  |   |  |  |
| Certified academic certificates and diplomas  | 22  |  |  |
| Name change certificate – marriage, divorce, etc. (As applicable)   |   |  |  |

Certifications

Documents can be certified by the following individuals:

- Application Testimonial: Justice of the Peace, Minister of Religion, Notary Public, Attorney at Law, Police Officer – Assistant Superintendent and higher
- Photographs: Justice of the Peace, Minister of Religion, Notary Public, Attorney at Law, Police Officer – Superintendent and higher
- Fit and Proper Questionnaire: Justice of the Peace, Attorney at Law
- Character References: Minister of Religion, Attorney at Law, Police Officer – Superintendent and higher
- Academic Records: Principal Officer, Company Secretary, Branch Manager

Please note that the person who gives the testimonial on the application, cannot also give a character reference.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

FSC USE

Received by: \_\_\_\_\_

Date Received: \_\_\_\_\_

All applicable documents included: Yes \_\_\_  
No \_\_\_